Wide Area Work Flow

Step By Step

Self Registration

WAWF Step by Step – Enrollment & Self Registration

For All Roles

Enrollment, Self Registration, & Additional DODAACs or Roles

Logon

Adding Additional Roles/DODAACs after Activation

Government Inspector/Acceptor Functions

Create Receiving Report

View & Accept Document

- **2in1** **(Contract denotes Vendor to send invoice to Activity)**
- **Combo** **(Contract denotes Vendor to send invoice to DFAS**
- **Tools To Manage Interest**
  - **Custom Army Reporting System**
  - **Budget Activity Report**

Accessing WAWF - Enrollment

Enrollment Process:

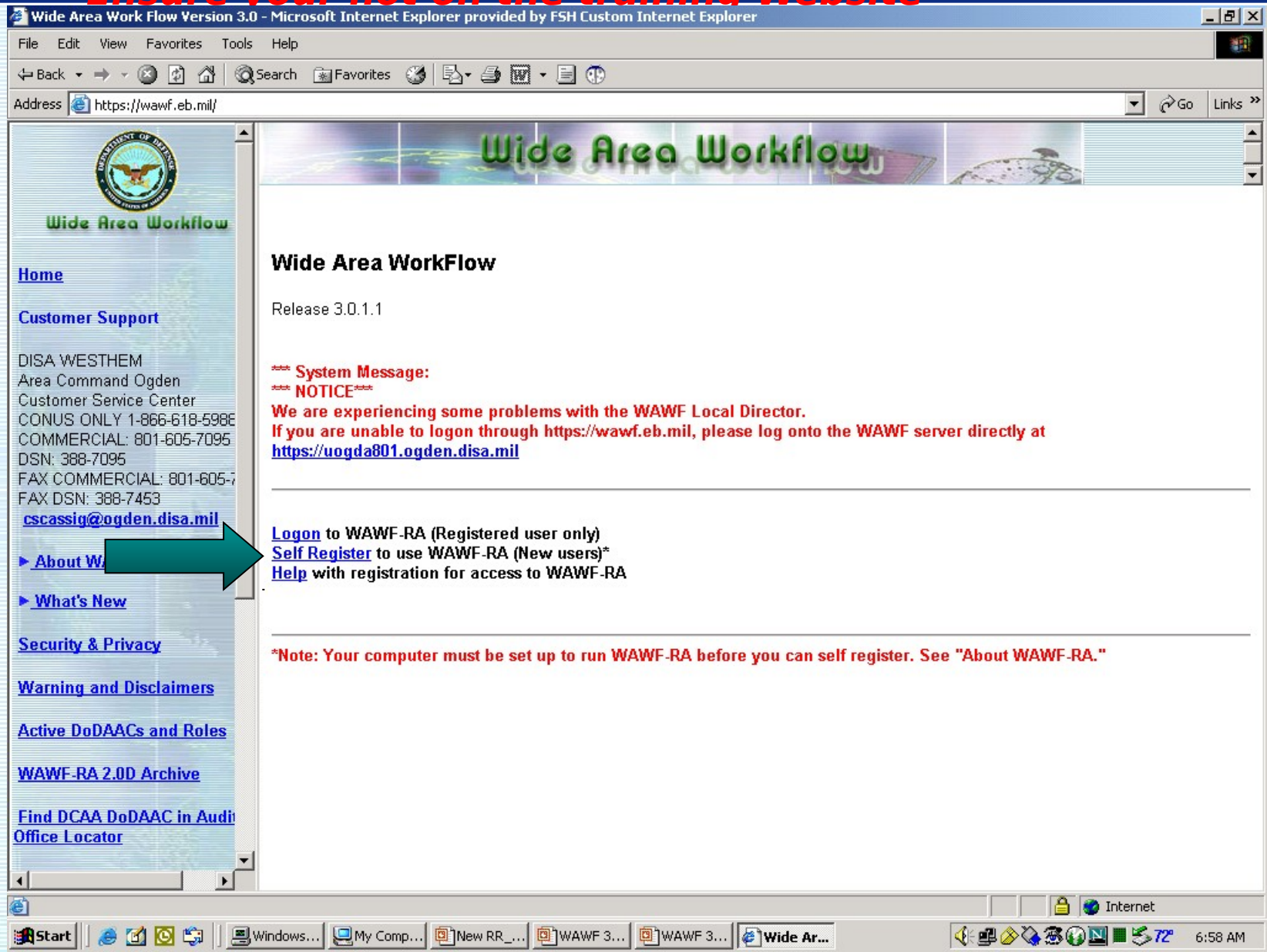
- **All Users must Complete a DISA Form 41**
  - Download DISA Form 41 from the “Help with Registration” Link on Homepage https://wawf.eb.mil
  - Complete DISA Form 41- record in block #18 or #16
    - **Role to perform, your unit Email address, DODAAC(s) you’ll receipt under, and your Activity’s location**
  - Signs form and obtain supervisor’s signature
  - Obtain your Activity Security Officers Approval for a local area background check
  - Submit DISA Form 41 to your Activity GAM
  - Self registers at Homepage https://wawf.eb.mil

Go to Website – https://wawf.eb.mil, Click on Self Registration

Ensure your not on the training Website –

All Roles

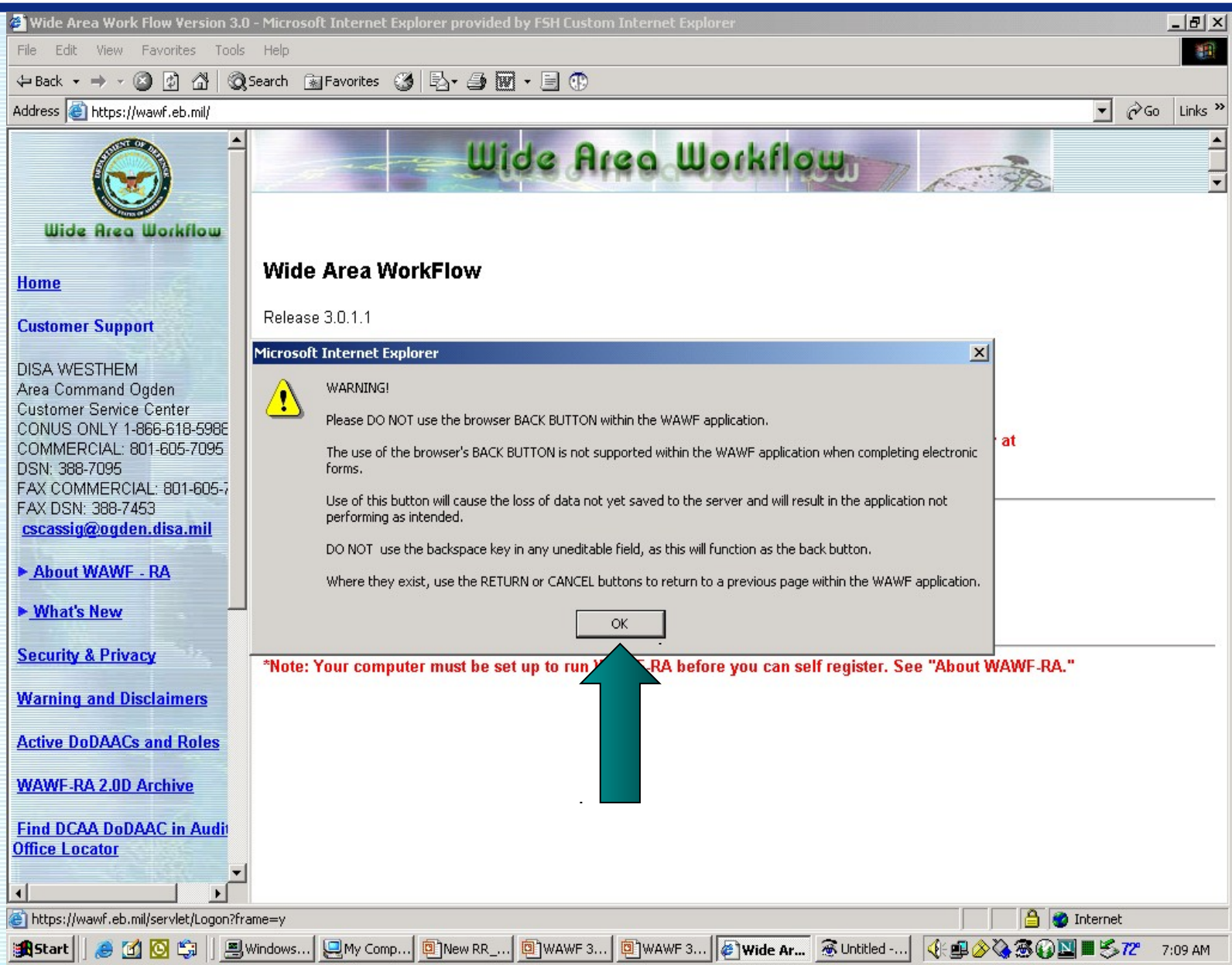
Self Reg



Warning – DO NOT to use Browser buttons Only WAWF Action Buttons. Click on OK

All Roles

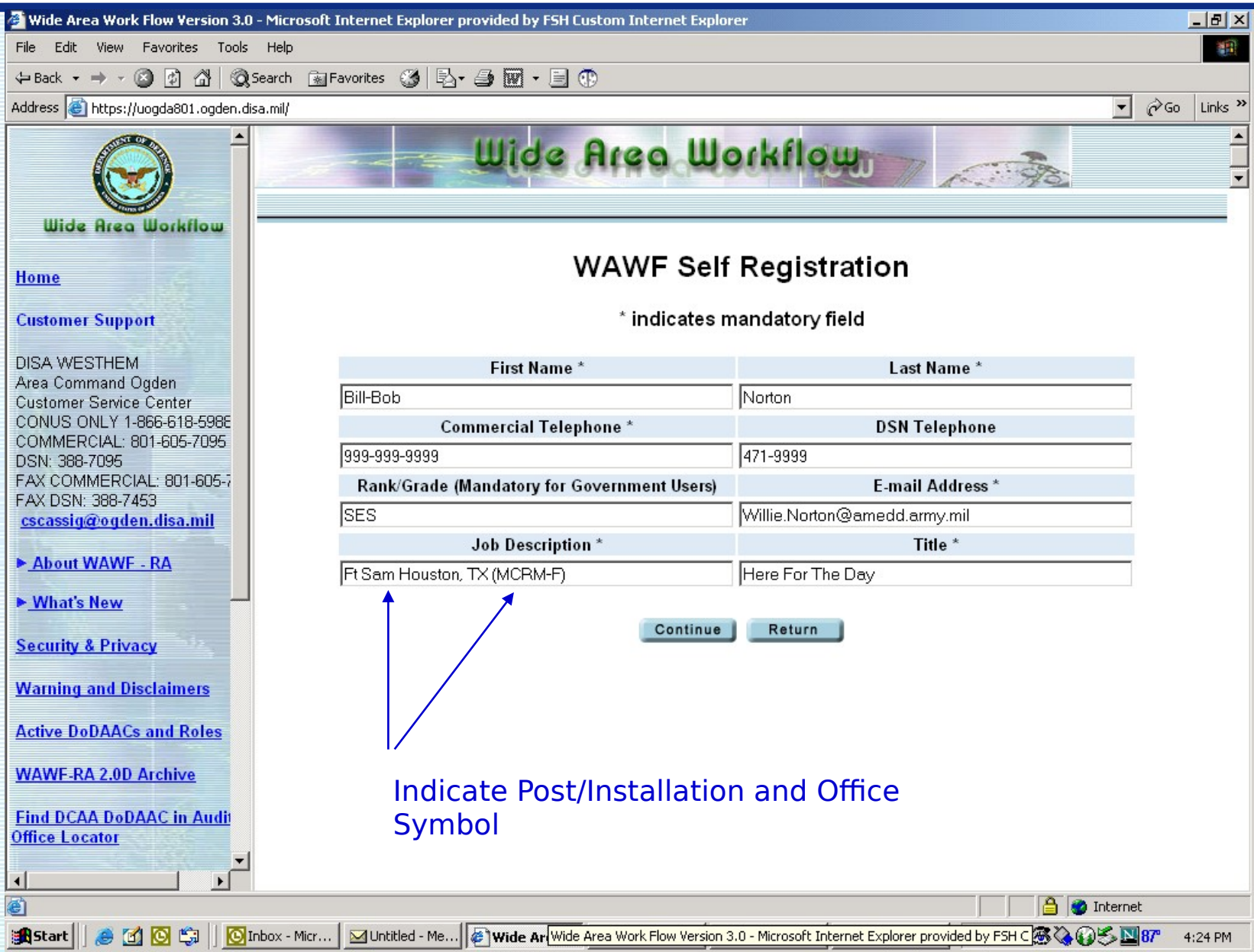
Self Reg


Wide Area Work Flow Version 3.0 - Microsoft Internet Explorer provided by FSH Custom Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://wawf.eb.mil/
Go Links
Wide Area Workflow
Home
Customer Support
DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY 1-866-618-598
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-
FAX DSN: 388-7453
cscassig@ogden.disa.mil
About WAWF - RA
What's New
Security & Privacy
Warning and Disclaimers
Active DoDAACs and Roles
WAWF-RA 2.0D Archive
Find DCAA DoDAAC in Audit Office Locator
Wide Area Workflow
Wide Area WorkFlow
Release 3.0.1.1
Microsoft Internet Explorer
WARNING!
Please DO NOT use the browser BACK BUTTON within the WAWF application.
The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.
DO NOT use the backspace key in any uneditable field, as this will function as the back button.
Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.
OK
*Note: Your computer must be set up to run
RA before you can self register. See "About WAWF-RA."
https://wawf.eb.mil/servlet/Logon?frame=y
Internet
Start
Windows...
My Comp...
New RR_...
WAWF 3...
WAWF 3...
Wide Ar...
Untitled -...
7:09 AM

Fill in Data Fields to Register

All Roles

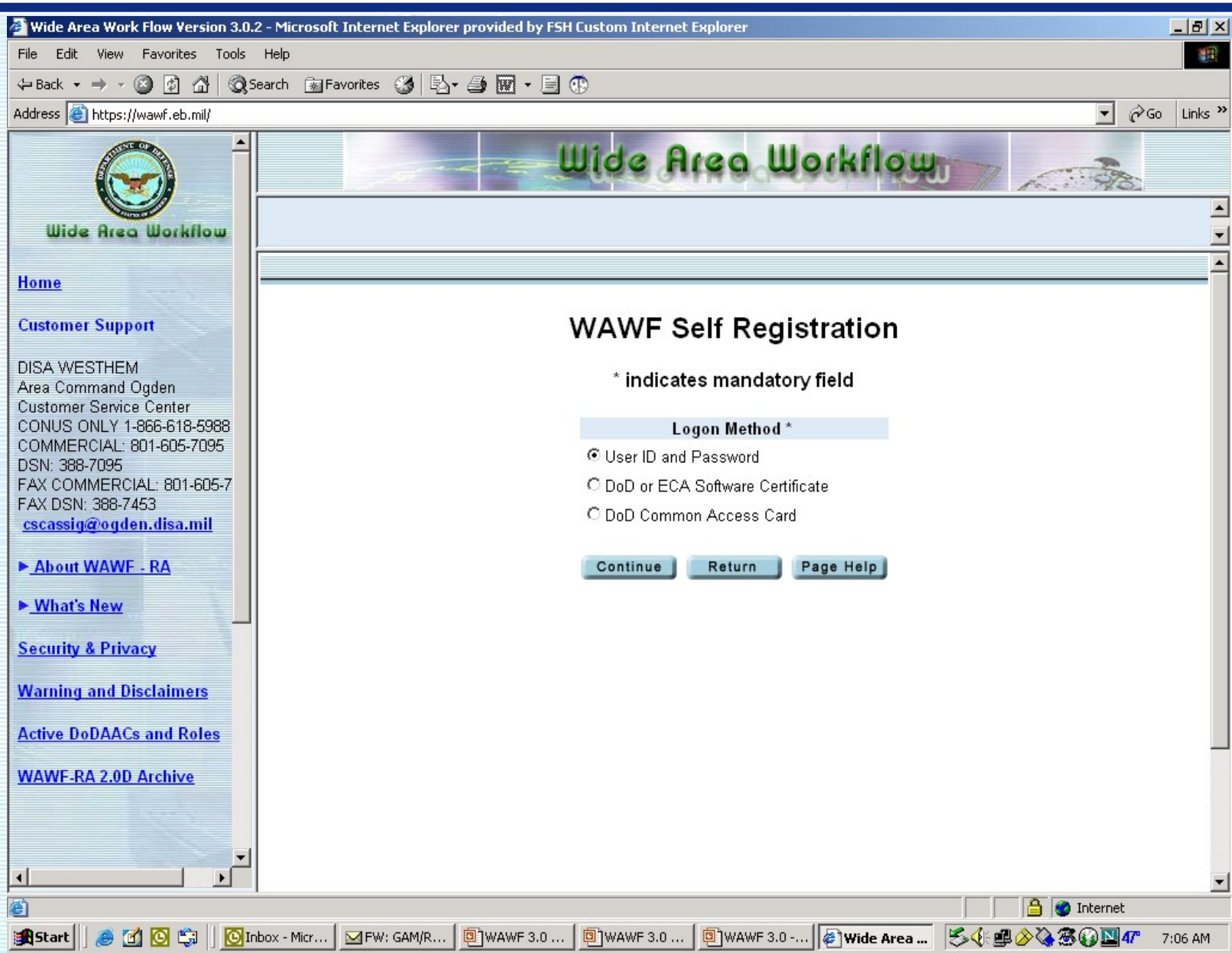
Self Reg



Defaults to User ID/Password or select Common Access Card

All Roles

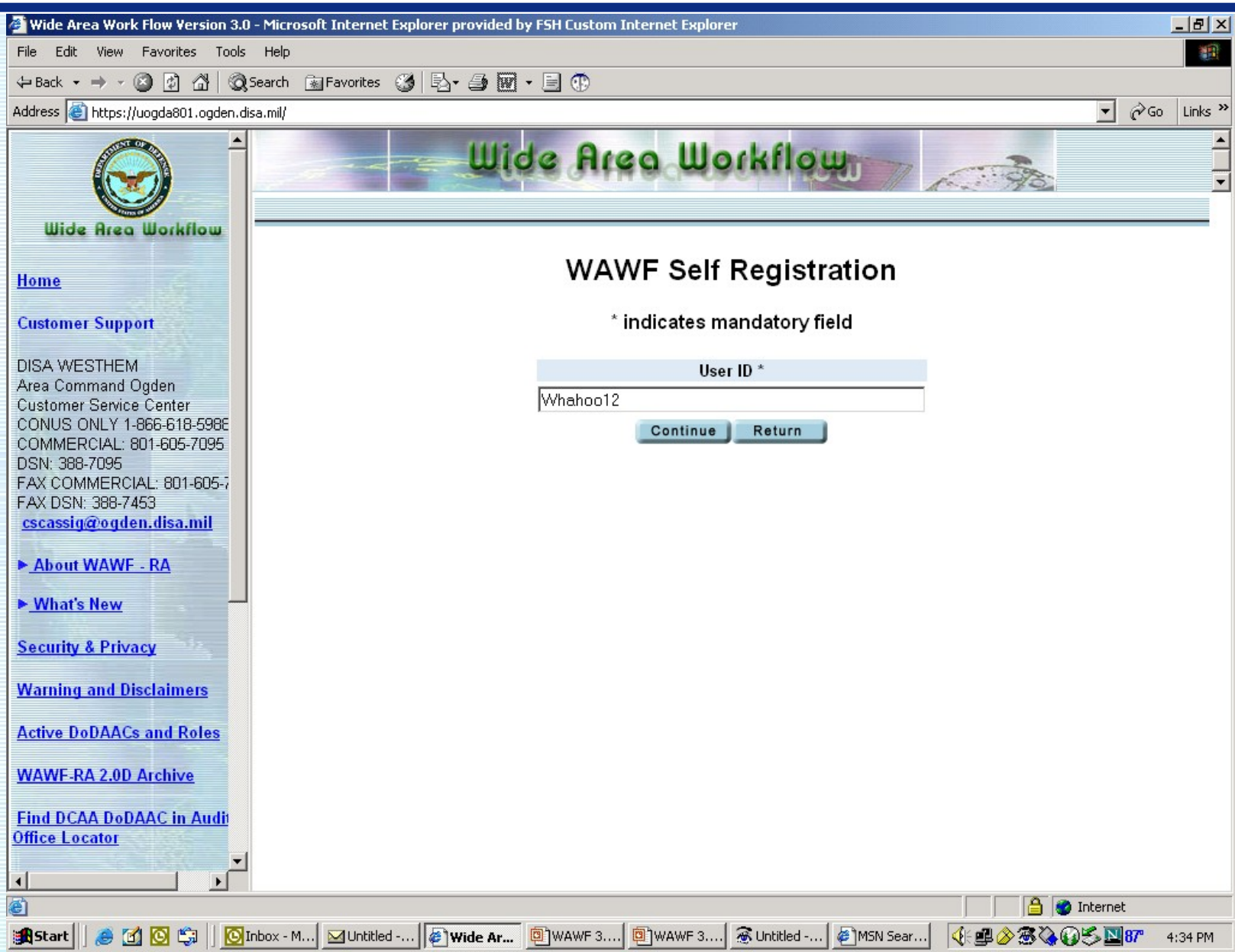
Self Reg



Create a Password that will be used always in WAWF – Must be 8 Characters

All Roles

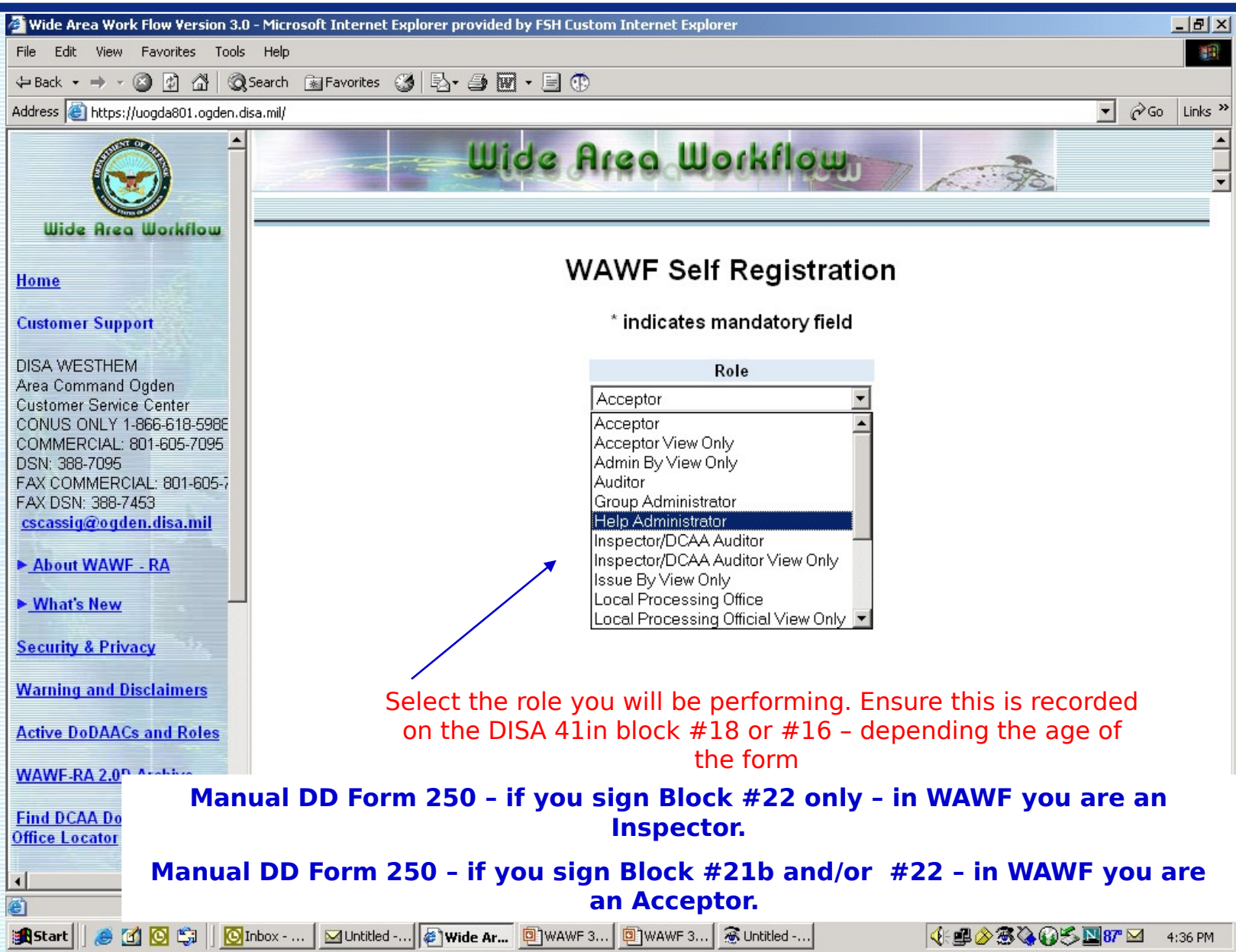
Self Reg



Click on Pull Down and Select the Role that you will be performing within WAWF

All Roles

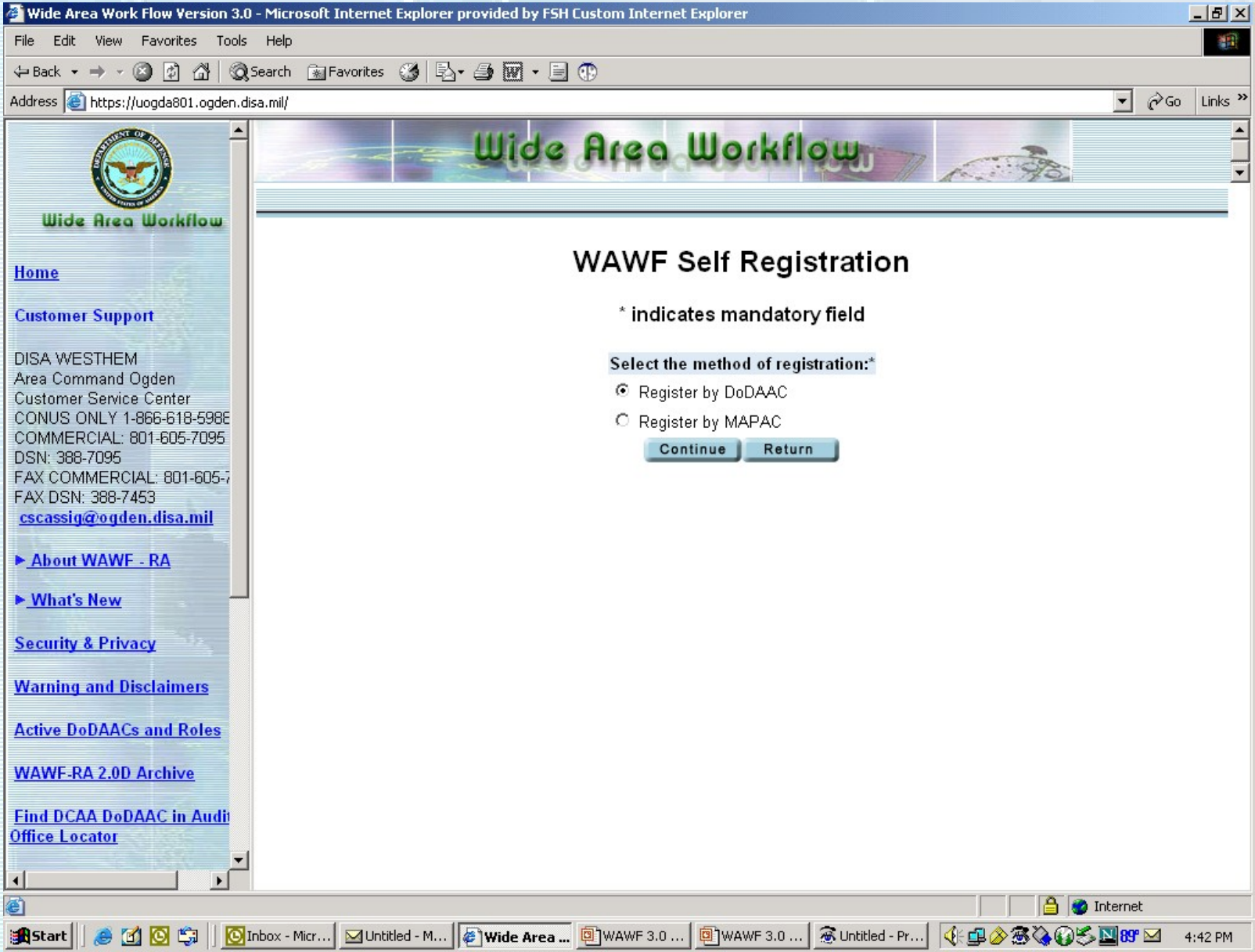
Self Reg



Click on Register by DODAAC Only

All Roles

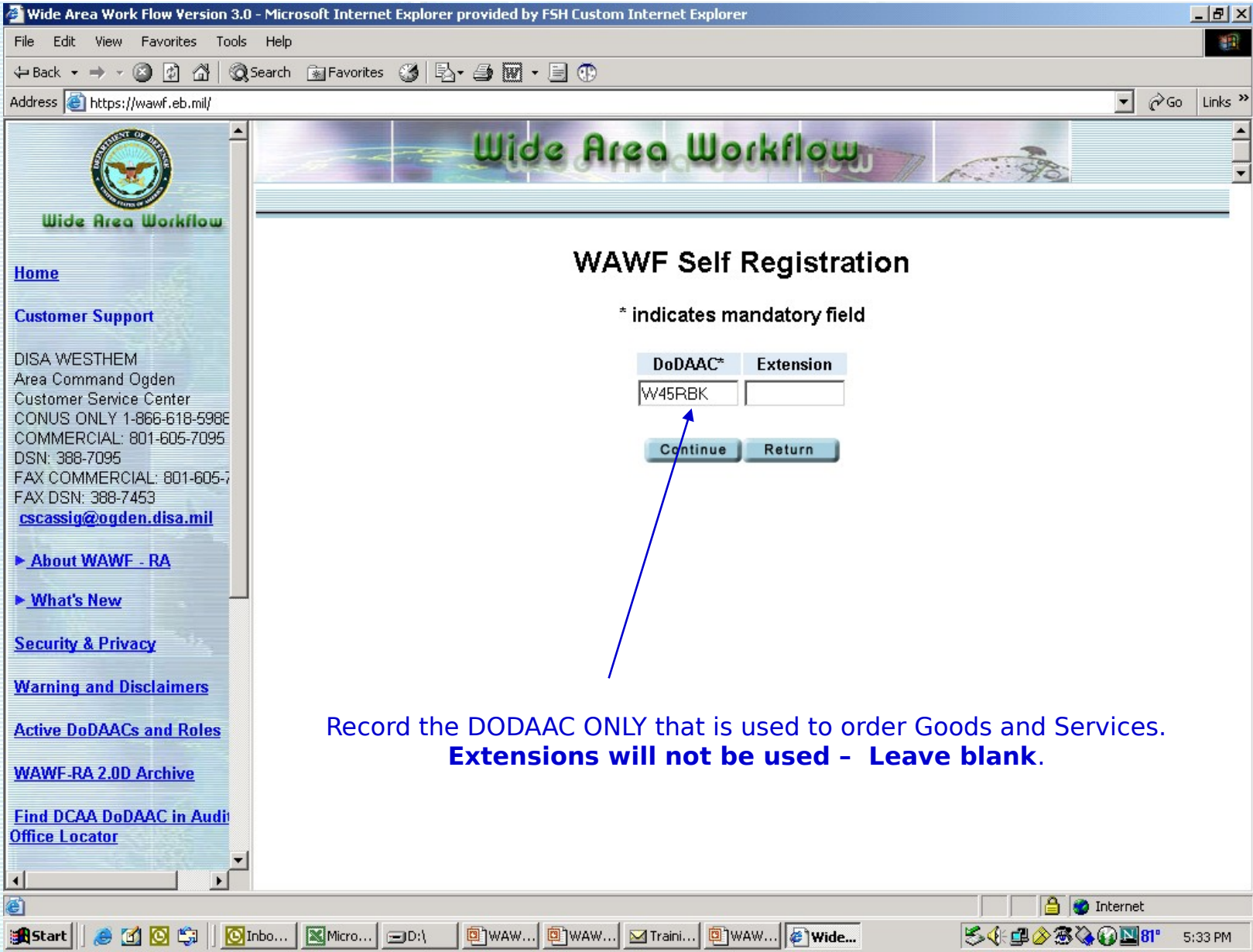
Self Reg



Enter the Active DODAAC assigned to your Activity

All Roles

Self Reg

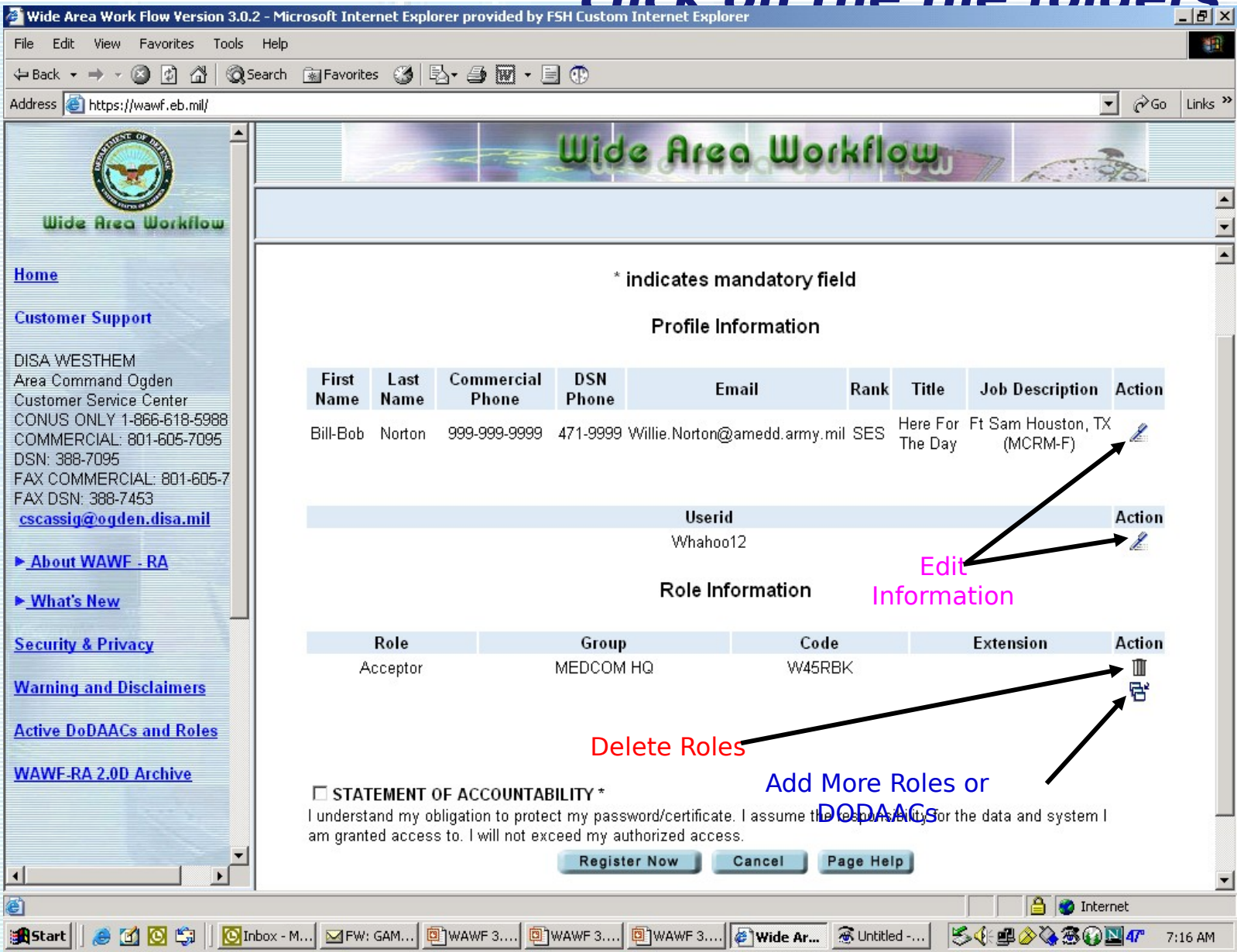


Record the DODAAC ONLY that is used to order Goods and Services.
Extensions will not be used – Leave blank.

Under "Action" edit information click the pen, to dump role click on trash can, or add another role click on the file folders

All Roles

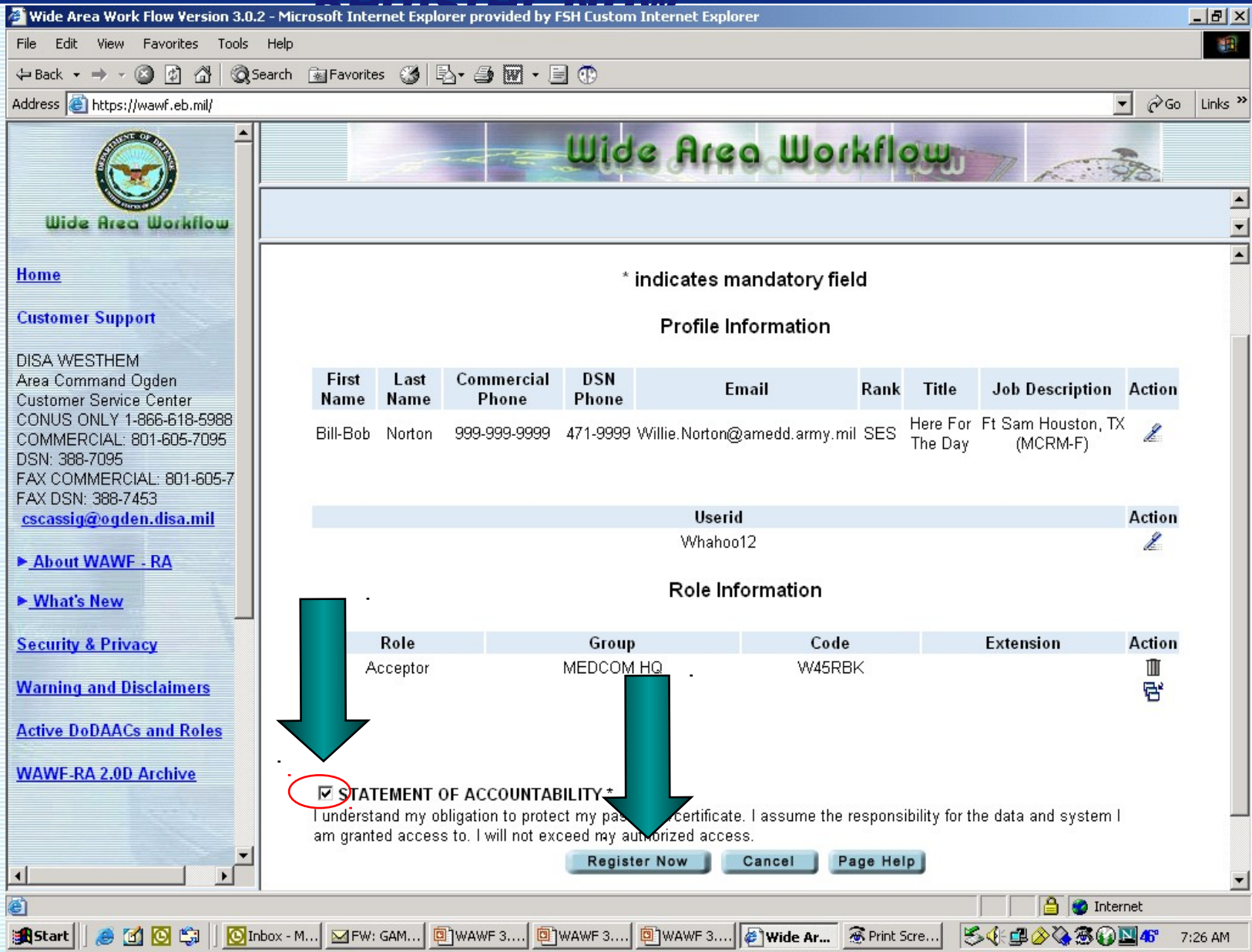
Self Reg



To finish self registration check the box on the "Statement of Accountability" and then click on "Register Now"

All Roles

Self Reg



Self Registration is complete. Upon Activation by the GAM a one time password will be emailed to you.

All Roles

Self Reg